

COLLEGE OF THE SEQUOIAS

Identification and Approval of CSU & UC Transferability

As documented in the General Catalog, the course numbering system is designed to identify the degree and transfer applicability of courses:

- 001 - 099 Courses approved for UC & CSU transfer
- 001 - 199 Courses approved for CSU transfer
- 200 - 299 Associate Degree Applicable
Note: all transferable courses 1-199 are also Associate Degree Applicable.
Although not intended for university transfer, these courses may be accepted by some colleges in certain majors, especially if provided for in an articulation agreement.
- 300 - 399 College credit, non-degree applicable and basic skills courses.
- 400 - 499 Non-credit courses (zero unit)

The CSU has delegated authority and responsibility to the CCCs to determine CSU transfer status; the UC has not. After a course is approved by the college as CSU transferable it may be proposed for UC transferability. The college submits the UC transferable course update proposal once a year in July/August and the disposition is received within 6 weeks.

The transfer status and associated course numbers must be routinely reviewed and approved for all new and modified courses. The following criteria and procedures are categorized by University System (CSU or UC).

Section A: CSU Transferability

1. Standard Criteria used to justify transferability:
 - a. Identification of a parallel lower division course at a CSU or UC or any other regionally accredited university; or
 - b. Course is designed for inclusion in the transfer general education breadth pattern Cal-GETC; or
 - c. Course has already been approved for IGETC, CSUGE, and/or Cal-GETC; or
 - d. Courses accepted by CSU or UC as a block of courses based on articulation (e.g., RN core program courses).

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2. Alternately, courses may be designated as CSU-transferable by the college using academic criteria to identify baccalaureate-level content and skills. These courses are most likely to transfer for students as elective credit. The alternative criteria used to justify transferability are as follows:
 - a. Course must meet all the following criteria and be reflected in course SLOs:
 - i. Treats subject matter with an intensity and pace that establishes an expectation for significantly greater learner independence than that required at the secondary level.
 - ii. Requires critical thinking demonstrated through performance in reading, writing, homework and/or problem-solving.
 - iii. Requires the student to continue development of communication skills appropriate for higher education.
 - iv. Moves the student toward acquiring competencies expected of university graduates.
 - b. Course must also be justified utilizing one of the following two categories:
 - i. Enhancing occupational and professional knowledge and/or skills in fields usually requiring experience in higher education as prerequisite to employment. Courses in such fields may be considered baccalaureate level if the courses includes attention to appropriate theories & concepts, rather than a focus on the acquisition of technical skills for immediate employment.

EXAMPLE: Business is a vocational department which prepares students for numerous occupational and professional fields that usually require a baccalaureate degree. Many COS Business courses such as BUS 174, Marketing Principles, and BUS 188, Human Relations in Business, include attention to appropriate theories & concepts and therefore meet the criteria for baccalaureate level. Other COS Business courses such as BUS 270, College Keyboarding, focus primarily on the acquisition of technical skills and therefore do not meet the criteria for baccalaureate level.
 - ii. Providing instruction in occupational and professional fields not usually requiring a baccalaureate degree as a prerequisite to employment may be considered baccalaureate level if the emphasis is upon providing a general introduction or foundation to the field, (focusing on an understanding of the field or the theory and concepts that provide the foundation necessary for advanced courses within the same occupational field) rather than only upon the development of technical skills required for immediate employment.

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EXAMPLES: Automotive is a vocational department which prepares students for occupational fields that usually does not require a baccalaureate degree. AUTO 130, Introduction to Automotive Technology, is an introductory course and therefore meets the criteria for baccalaureate level. AUTO 136, Automotive Electrical Systems, focuses on the theory and concepts that provide the foundation necessary for advanced courses and therefore meets the criteria for baccalaureate level. Other Automotive courses would be designated as not baccalaureate level unless a parallel lower division course is identified at a CSU.

Paralegal is another vocational department which prepares students for occupational fields that usually do not require a baccalaureate degree. PARA 101, Introduction to Paralegalism, is an introductory course and therefore meets the criteria for baccalaureate level. PARA 102, Legal Terminology, focuses on the theory and concepts that provide the foundation necessary for advanced courses therefore meets the criteria for baccalaureate level. Other Paralegal courses would be designated as not baccalaureate level unless a parallel lower division course is identified at a CSU.

Section B: UC Transferability

NEW COURSES:

1. All new courses must first be approved by the college as CSU transferable (100-199)
2. If deemed appropriate for UC transferability the course is submitted to the UC for their consideration. The college submits the UC transferable course update proposal once a year in July/August. Appeals of course denials and courses newly approved in early Fall may be submitted in October.
3. The basic principle used by the UC in their determination is the course should be comparable to at least one lower division course offered at any of the UC campuses.

MODIFIED/UPDATED COURSES ALREADY APPROVED (1-99):

1. Standard criteria for UC approved modified/updated courses:
 - a. Course has already been approved for IGETC and/or Cal-GETC
 - b. Course has already been approved for UC transfer and is numbered 1-99
 - c. Courses that have significant or substantive changes to UC-transferrable course outlines of record must be submitted to the UC Office of the President for review by the AO. These include either adding/deleting:

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- i. Course Content
- ii. Course Objectives
- iii. Prerequisite(s)
- iv. Corequisite(s)
- v. Decrease in Units
- vi. Change in hours from Lecture to Lab or Lab to Lecture

Course updates that do not need to be submitted for UC review are technical changes such as:

- i. Course Title
 - ii. Course Prefix
 - iii. Course Number (*such as changing from a 100-level to 1-99 level*)
 - iv. Textbook Updates
 - v. Increase in Units
 - vi. Cross-listing a course
- d. Courses submitted for re-review that are denied are given two-year phase-outs. So, if a CCC submits a UC-transferable course for re-review in summer 2023 and the course is denied, we will notify the CCC of the reason for the denial, and the course will receive a two-year phase-out of fall 2025 (so that it remains on the TCA through summer 2025).